

Staff Personnel

Resignations

- 407.1 Form. Resignations shall be submitted in writing, signed and dated by the resigning party, and directed to the secretary of the Board of Directors.
- 407.2 Time for Submitting Resignations
- 407.2 (1) Administrators. Administrators shall submit their written resignations to the secretary of the Board on or before May 1, or on or before the date specified by the Board for return of the contract, whichever date occurs first.
- 407.2 (2) Certificated Employees Other than Administrators. Certificated employees other than administrators shall submit their written resignations to the secretary of the Board on or before the last day of the school year or on or before the date specified by the Board for return of the contract, whichever date occurs first.
- 407.2 (3) Noncertificated Employees. Noncertificated employees shall submit their resignations to the secretary of the Board at least two (2) weeks prior to their departure dates.
- 407.3 Mid-Contract Term Resignations by Certificated Employees.
- 407.3 (1) The Board recognizes that there are some circumstances which force an employee to request a release from a contract before the expiration date of the contract. The Board also recognizes that the District suffers difficulties and expenses in finding a suitable replacement, that a replacement may not be as experienced or as qualified as the resigning employee, and that a mid-contract-term resignation causes disruption to the District's programs. The Board believes that any employee who signs a contract should fulfill the contract to the best of the employee's ability.
- 407.3 (2) A certificated employee who wishes to resign a contract before the expiration date of the contract shall submit to the secretary of the Board a signed written request setting out the reasons for the requested release and the date of the requested release.
- 407.3 (3) The certificated employee shall be released from a contract only if the Board determines that a valid reason exists for release from the contract and a suitable replacement is found.
- 407.3 (4) The certificated employee shall be expected to continue performing services under the contract until a suitable

replacement can be secured and a written release is obtained from the Board.

- 407.3 (5) A certificated employee requesting a release during mid-contract-term (including after signing a contract for the following contract year) shall reimburse the District for the costs of finding a suitable replacement not to exceed \$700. Costs shall include the costs of advertising, long distance telephone calls and interviewing expenses. Reimbursement shall be made prior to obtaining a release.
- 407.3 (6) A certificated employee may seek a waiver from the Board of any of the conditions set forth for requesting a release prior to the expiration date of the contract. The Board, on its own or following a request, may in its discretion waive any of the conditions.
- 407.3 (7) In the event a certificated employee terminates employment without proper release, the superintendent is directed to advise the Professional Teaching Practices Commission and the superintendent may pursue any other remedies under the law.

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LEGAL REFS.: 272A.6, 279.8, 279.12, 279.13, 279.24, Code of Iowa